

1-2

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Headquarters Notices (HN)

FROM:

Director of Information Services
1206 Ames Building

EXTENSION

NO.

DD/A Registry

83-0696/1

DATE

17 MAR 1983

STAT

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA

18/3

AM

2.

3.

ADDA

18 MAR 1983

J

4.

5.

DDA

3/18/83

J

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1-3/5: As you know, I work very closely with L&S — I think they do an excellent job & I do believe that they have an effective tracking process for HN's as well as for key aspects of the ng Coordination process.

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5-7

Thanks - glad to see it's under control & apologize for the extra work.

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

DD Registry
83-181/1

DD/A Registry
83-0696/1

17 MAR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

STAT

SUBJECT: Headquarters Notices (HN)

REFERENCE: Your memorandum dated 10 March 1983; Same Subject
(DDA 83-0696)*Harry*

1. In response to your question as to whether we have a tickler system regarding the expiration of headquarters notices, the answer is yes.

2. The Regulations Control Division follows the procedure set forth in by notifying and reminding initiating offices by memorandum three months before a notice is scheduled to expire. I have attached some copies of memoranda sent out by RCD and the type of written response received. Initiators are requested to incorporate the policy guidance into permanent regulatory format, to provide justification if additional time is required to incorporate the policy into a permanent issuance, or to advise what further action is intended with regard to the information contained therein. As indicated by the attached sample correspondence, RCD monitors the headquarters notice system scrupulously. RCD maintains files of such correspondence extending back to 1980 which are available for ready reference.

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3. RCD notes that it has never experienced any difficulties with its procedures for dealing with headquarters notices and, as a matter of course, ensures to the best of its ability that a current statement of policy is contained in the regulatory system.

4. The decision on the status of a notice lies ultimately with the initiating office which often states that a notice has served its purpose and should be allowed to expire. RCD cannot initiate regulatory replacements without the input and views of the offices responsible for the subject matter contained in the notice.

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Attachments:
As stated

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Page Denied

DDA 83-0696

REGISTRY
FILE: 1-2

10 March 1983

MEMORANDUM FOR: Director of Information Services
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: Headquarters Notices (HN)

Allen,

It seems that I am always reading where an HN has expired and no official or regulatory document that specifies the policy currently exists. Question: Do we have a tickler system to insure that we do not let these fall through the cracks?

151

Harry E. Fitzwater

DDA:HEFitzwater:kmg (10 Mar 83)

Distribution:

Orig - D/OIS

1 - DDA Subj

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83-0696

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